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TO: Grant Recipients

FROM: Grant Management Section  
Governor's Office of Emergency Services

DATE: March 17, 2004

SUBJECT: Supplemental Information Regarding the Fiscal Year 2004  
Homeland Security Grant Program and Urban Areas Security Initiative

The State of California has received supplemental information from the federal Department of Homeland Security (DHS) regarding the Fiscal Year 2004 (FY04) Homeland Security Grant Program (HSGP) and Urban Areas Security Initiative (UASI). Following is a summary of that information, as well as recommendations on where to get more details. The accompanying items referred to in this memo can be downloaded from the same web page where this memo was obtained.

FY04 HSGP Application Due Date

The State is extending the FY04 HSGP application due date to April 24, 2004.

FY04 HSGP and UASI Performance and Budget Period

The federal DHS, through Information Bulletin #103, has set December 1, 2003 through November 30, 2005 as the Performance and Budget periods for FY04 HSGP and UASI. As a result, eligible activities as early as December 1, 2003, can be charged against these grants, as soon as the grant recipient has submitted its application and received an award from the state. See the accompanying Information Bulletin #103 for more details.

Correction to Authorized Equipment List

Category 18, *Other Authorized Equipment and Related Costs*, includes "Miscellaneous, Maintenance - General". This line item is NOT eligible, therefore, grant recipients should not incur costs under this equipment line item.

### Orange Alert Costs for December 21, 2003 through February 6, 2004

The federal DHS, through Information Bulletin #104, has determined that Orange Alert costs for December 21, 2003 through February 6, 2004, can be charged to the following grants:

- FY 2003 State Homeland Security Grant Program (SHSGP), Part II, Critical Infrastructure Protection (CIP)
- FY 2003 Urban Areas Security Initiative, Part II, Operational Activities
- FY 2004 HSGP, Law Enforcement Terrorism Prevention Program (LETPP), Organizational Activities (*this is a new eligible item under LETPP*). REMINDER: no more than 20% of the grant recipient's LETPP award may be used for organizational activities.
- FY 2004 UASI, Organizational Activities (*this is a new eligible item under FY04 UASI*). Per Information Bulletin #103, no more than 25% of the grant recipient's gross FY04 UASI award may be used for these activities.

Because California's FY03 SHSGP Part II CIP funds have been exhausted, Operational Areas (OAs) and state agencies can only claim costs for this activity as part of their LETPP allocation under their FY04 HSGP application. To claim these costs under the FY04 HSGP grant, OAs and state agencies must indicate the appropriate amount in the ISIP.

Cities that received funds under the FY03 UASI Part II may claim these costs under either the FY03 UASI Part II or FY04 UASI grants. To claim these costs under FY03 UASI Part II, submit a Revision Request as described in the corresponding Grant Guide. To claim these costs under the FY04 UASI grant, eligible grant recipients must indicate the appropriate amount in the ISIP.

See the accompanying Information Bulletins #103 and #104 for more details.

### Program Narrative and Budget Worksheet

The federal DHS has released a User's Guide and final version of the Initial Strategy Implementation Plan (ISIP), referred to in the Grant Guide as the Program Narrative and Budget Worksheet. Applications for FY04 HSGP and UASI must include this ISIP, and the ISIP must be transmitted to the state on CD as part of the application package, or as an attachment via e-mail to [Grant.Management@oes.ca.gov](mailto:Grant.Management@oes.ca.gov). See the accompanying ISIP, User's Guide and Supplemental ISIP information.

To facilitate completion of the ISIP, the State is working with the federal DHS to offer training workshops throughout the state in late March or early April. Further details on ISIP training workshops will be forthcoming.

### State Homeland Security Strategy

The federal DHS has requested that the State make changes to the DRAFT State Homeland Security Strategy (SHSS), which was released as part of the FY04 HSGP and UASI Grant Guides. The final SHSS will be made available to grant recipients as soon as it has been approved by the federal DHS. In the meantime, see the accompanying revised draft of the State Strategy.

As always, any grant related questions or comments can be directed to the Governor's Office of Emergency Services' (OES) Grant Management Section at (916) 845-8110 or [Grant.Management@oes.ca.gov](mailto:Grant.Management@oes.ca.gov). Also, please visit OES' web site at [www.oes.ca.gov](http://www.oes.ca.gov) for the latest "Grants and Funding" information.